


## CREDITOR ATTORNEY PRACTICAL EXAM INSTRUCTIONS

- Step 1. Download the Exam Files. These files will be the documents used during the exam. This process will vary slightly depending on the internet browser you are using. Click on each document individually – choose "Save" when asked. Save the document to your computer without changing the name of the document. Continue this process until all documents have been saved to your computer. It is highly recommended that you print each document for reference during the exam.
- Step 2. Click the  **Begin Exam** button on the Training Summary page. This will take you to the ECF Training Database at <http://ecf-train.innb.uscourts.gov>. Click the link in the middle of the page titled "Northern District of Indiana (Training Database) - Document Filing System".
- Step 3. Enter the exam login and password supplied to you through your email account. Remember to place a ✓ in the box related to redaction rules. The Client Code field should remain blank. Click the Login button to continue.
- Step 4. Using the documents found in the Exam Files, file the following documents in the same order as they appear below. The Exam File name corresponds directly with each assignment. File these documents in the case numbers noted.

Representing First Consumer Bank, file the following in 12-33333:

- ☐ Notice of Appearance
- ☐ Motion for Relief from Stay and Abandon
- ☐ Notice of Motion for Relief from Stay
- ☐ Objection to Motion to Avoid Lien
- ☐ Objection to Confirmation of Plan
- ☐ Reaffirmation Agreement with Debtor Joseph Alan Sims
- ☐ Proof of Claim

Representing First Consumer Bank, file the following associated to main case 12-55555:

- ☐ Complaint to Determine Dischargeability (§523(a)(2)).

- Step 5. Return to the Training Program and click "Grade Exam" to submit for grading.